



**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
Monday, June 8, 2015**

**Present:**

Mayor Brandt  
Trustee Grujanac  
Trustee McDonough  
Trustee McAllister  
Village Attorney Simon  
~~Chief of Police Kinsey~~  
Public Works Director Woodbury  
Village Planner Robles  
Engineering Supervisor Horne

~~Trustee Feldman~~  
Trustee Hancock  
Trustee Servi  
Village Clerk Mastandrea  
Village Manager Burke  
~~Treasurer/Finance Director Peterson~~  
Community & Economic Development  
Director McNellis  
Operations Superintendent Phippen

**ROLL CALL**

Mayor Brandt called the meeting to order at 7:14 p.m., and Village Clerk Mastandrea called the Roll.

**2.0 APPROVAL OF MINUTES**

**2.1 Acceptance of the May 26, 2015 Committee of the Whole Minutes**

The minutes of the May 26, 2015 Committee of the Whole Meeting were approved as submitted.

**3.0 ITEMS OF GENERAL BUSINESS**

**3.1 Planning, Zoning and Land Use**

**3.11 Consideration and Discussion of an Ordinance Amending Chapter 2 of Title 13, Landscaping, of the Lincolnshire Village Code to update the Village's landscaping regulations (Village of Lincolnshire).**

Village Planner Robles provided a brief presentation highlighting requested changes related to the proposed Ordinance amending Chapter 2 of Title 13, Landscaping, of the Village Code to update landscaping regulations previously presented at the May 11, 2015 Committee of the Whole Meeting. The Board previously requested red-line copies of all the proposed code changes which staff included in the agenda materials for this meeting.

Trustee Grujanac asked if a lot had evergreens surrounding it, would it still be required to have other trees. Village Planner Robles noted there are still requirements in the code for diversity in materials.

Trustee Hancock asked for clarification regarding minimum tree requirements for new residential development lots. Village Planner Robles confirmed new resident lots are required to have 4 trees; with at least one tree to be planted in the front yard. Trustee Hancock and Mayor Brandt expressed concern with the requirement of only four trees may be low. Village Manager Burke stated the Tree Preservation requirements may need to be mentioned since this requirement does not mean all the existing trees on the property, for a new subdivision would be removed. If the new residential lot was the site of existing trees, there would be tree preservation measures required or the developer would be required to plant the number of trees required for those that may be removed to build the new home. Trustee McAllister asked if any Homeowner's Associations in the Village had landscaping requirements. Village Planner Robles and Community & Economic Development Director McNellis both stated they were not aware of any Homeowner Association landscape requirements found in the association codes and covenants. Trustee Servi recommended changing the requirements of minimum trees based on lot size. Mayor Brandt suggested staff look at surrounding municipalities for landscaping requirements and report back at the next Regular Village Board meeting prior to the Board's consideration of the ordinance for approval.

Trustee McDonough noted in the online version of the Village Code, conservancy requirements in the code was missing some pertinent information found in the original appendices to those ordinances and requested assurance that this be added. Village Manager Burke noted the conservancy code language is complete but the pertinent information is missing online. Staff will post the missing information.

There was a consensus of the Board for staff to look at surrounding municipalities for landscaping requirements and report back on items of general business at the next Regular Village Board meeting.

3.2 Finance and Administration

3.3 Public Works

**3.31 Consideration and Discussion of an Ordinance Adopting the Prevailing Wage Rates to be paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works for the Village of Lincolnshire (Village of Lincolnshire)**

Engineering Supervisor Horne noted the adoption of this Ordinance is required by the state of Illinois prevailing wage act. The proposed Ordinance establishes minimum wage rates for laborers, mechanics and others performing construction work on public projects in the Village.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.32 Consideration and Discussion of Agreement between the Village of Lincolnshire and the Des Plaines River Watershed Workgroup (Village of Lincolnshire)**

Engineering Supervisor Horne noted the proposed Agreement is necessary to establish bylaws for the group and to allow the Lake County Stormwater Management Commission to act as the financial processor of payments on behalf of the committee.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.33 Consideration and Discussion of a Joint Purchasing Agreement with Palatine Oil, Inc., Schaumburg, IL for Purchase of Gasoline and Diesel Fuel 2015 (Village of Lincolnshire)**

Public Works Director Woodbury summarized the agreement for joint purchasing with Palatine Oil to purchase gas and diesel fuel for 2015.

Trustee Hancock asked what the downside was to fixed pricing. Public Works Director Woodbury noted with fixed pricing, when gas prices drop, the Village would not be able to take advantage since the Village would be locked into the fixed pricing. Village Attorney Simon noted another downside to a fixed pricing contract is that the vendor could put themselves at risk and most likely add costs in the initial bid response/pricing to account for higher fuel prices at a future date.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**3.34 Consideration and Discussion of Awarding Bid to Waukegan Roofing for Utility Building Roof Replacement Project (Village of Lincolnshire)**

Operations Superintendent Pippen provided a summary of awarding a bid to Waukegan Roofing for utility building roof replacement noting this was the third time this project has been bid.

Trustee McDonough noted the use of alternative or more cost effective materials was previously discussed and asked if these alternatives could be used for the proposed roof project. Operations Superintendent Pippen noted the bid includes an alternate for the Village Hall roof to use composite shingles rather than cedar shake shingles. Trustee McDonough noted the life expectancy of the non-cedar shake materials is longer. Village Manager Burke noted staff will need to have further discussions regarding revising roof materials for the Village Hall and as part of the upcoming budget cycle to assist in determining estimated budgets for 2016.

A brief discussion followed regarding the Village Hall roof.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

**~~3.35 Consideration and Discussion of Draft 2015 – 2024 Village of Lincolnshire Capital Plan and Five-Year Financial Forecast (Village of Lincolnshire)~~**

**3.36 Consideration and Discussion of Update to Lincolnshire Flood Response Manual (Village of Lincolnshire)**

Public Works Director Woodbury provided a presentation regarding a proposed update to the Lincolnshire Flood Response Manual.

Trustee McDonough asked if staff has noticed any impact from the state removing dams down the river. Public Works Director Woodbury noted staff would have to monitor this to see if there was any noticeable impact.

Trustee McDonough noted the age limit of volunteers in the proposed manual is 16, and when the 2013 flood occurred, many of the volunteers were under the age of 16. Trustee McDonough suggested eliminating the age limit and making the tasks more age specific so all ages could volunteer. Director of Public Works Woodbury noted staff would identify tasks as not to limit age.

Trustee Grujanac suggested putting the volunteer sign-in sheet on the Website and gathering this information even during non-flood events. Mayor Brandt noted staff has an e-mail database that could be expanded on to solicit additional volunteers and distribute information. Mayor Brandt suggested other Trustees could expand on the current list.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

- 3.4 Public Safety
- 3.5 Parks and Recreation
- 3.6 Judiciary and Personnel
- 4.0 **UNFINISHED BUSINESS**
- 5.0 **NEW BUSINESS**
- 6.0 **EXECUTIVE SESSION**
- 7.0 **ADJOURNMENT**

Trustee McDonough moved and Trustee Grujanac seconded the motion to adjourn. Upon a voice vote, the motion was approved unanimously and Mayor Brandt declared the meeting adjourned at 8:05 p.m.

Respectfully submitted,

**VILLAGE OF LINCOLNSHIRE**

Barbara Mastandrea  
Village Clerk